

State of Connecticut
Connecticut Fire Academy
34 Perimeter Road
Windsor Locks, CT 06096-1069

NON-PROFIT
ORGANIZATION
U.S. POSTAGE
PERMIT NO. 2621
HARTFORD, CT 06101



2003 Connecticut Fire Officer's Weekend

presented by

The Connecticut Fire Academy

April 4, 5 & 6, 2003
at
The National Fire Academy
Emmitsburg, Maryland



Agenda

- ★ All meals will be provided from Friday evening through Sunday lunch. A bag lunch will be provided for the ride home.
- ★ Lodging is provided for Friday and Saturday nights.
- ★ Bus transportation will be provided to the first 55 applicants who indicate they are interested in riding the bus.
- ★ Friday evening, April 4 □ Special Fallen Firefighter Memorial Service and Orientation will be held. A Social will be held after orientation.
- ★ Saturday, April 5 □ classes 8 am □ 5:30 pm. A barbecue will be held at the Log Cabin after classes end for the day.
- ★ Sunday, April 6 □ classes 7:30 am □ 3:00 pm.

Buses

Buses depart immediately after classes end. Participants are encouraged to ride the bus, however, we will only be providing one bus this year. The first 55 applicants choosing to ride the bus will be accepted. Should you elect to use your own transportation the CFA will not be responsible for traveling liability.

BUS STOPS:

1. Norwich (I-395, exit 80)
2. Branford (Rt. 1, Commuter Lot)
3. Wallingford (I-91, Exit 15 Commuter Lot)
4. Hartford Fire Academy
5. Waterbury State Tech. (lower lot)
6. Danbury (Rt. 84, Exit Commuter Lot)

The 21st annual Connecticut Fire Officer's Weekend at the National Fire Academy will be held April 4-6, 2003. An NFA adjunct instructor will teach the courses. This year the NFA will provide 6 programs for 175 students. To give fire officers from all departments a fair opportunity to attend, NFA selection criteria will be used, First Priority: Chief Officers, Line Officers and Safety Officers. Second priority: Senior firefighters who serve as commanders.

THE APPLICATION PROCESS IS AS FOLLOWS:

- ◆ Completed application with an organization chart must be received by February 07, 2003. *No phone applications will be accepted.*
- ◆ Acceptance notices will be mailed by March 19, 2003.
- ◆ Payment of \$135 or purchase order must accompany application.

PLEASE SUBMIT COMPLETED APPLICATION TO:

COMMISSION ON FIRE PREVENTION AND CONTROL

34 Perimeter Road
Windsor Locks, CT 06096
or Fax with P.O. #:
(860) 654-1889

ARSON DETECTION FOR THE FIRST RESPONDER

course# 03100234 (4 hours □ FM Credit)

This course is designed specifically to provide a clear definition of the role of initial responder organizations and to provide essential knowledge to enable them to recognize the potential of an intentionally set fire, preserve evidence and properly report the information to appropriate officials. This course includes the following topics: fire behavior, critical observations of the first responder, fire cause, scene security and evidence preservation, legal considerations and reporting the findings.



EMERGENCY RESPONSE TO TERRORISM: TACTICAL CONSIDERATIONS – EMERGENCY MEDICAL SERVICE

course# 03100161 (0 hours □ FM Credit)

This course provides first-on-the-scene emergency medical services personnel with the necessary knowledge and skills for response to terrorism incidents. This course provides first-on-the-scene responding EMS personnel with the responsibility to render patient care to victims of terrorist incidents. The students will be trained in security considerations, assessing information and initiating self-protection actions. They will also apply their knowledge about response to a terrorist event, provide patient care, identify and preserve evidence, manage site safety, document the event and debrief personnel.



EXECUTIVE SKILLS SERIES: LEADING DIVERSE COMMUNITIES BEYOND CONFLICT

course# 03100159 (16 hours □ FM Credit)

The goal of this course is to provide senior executives in fire and emergency services organizations with information, perspectives and tools for taking action to harmonize the diversities within their work and stakeholder communities. This course will be a springboard for forming and laundering plans of action. It will break new ground in addressing fire service culture and challenges, while providing tools for fire service leaders in a complex society. Finally, the course will help participants mobilize support and identify resources for making a difference.

This course is intended to be a “launch pad” for action projects that participants will undertake when returning to their jobs. The energy of this course focuses on defining projects and ensuring their success. The participants need to become a support system for each other. The course is a design workshop, a strategy and tactics session; and a rehearsal of the personal, social, political and professional dynamics that participants must master to accomplish their projects. *The National Fire Academy will award certificates of successful completion only upon submission of the action plan.*

LEADERSHIP III: STRATEGIES FOR SUPERVISORY SUCCESS

(Situational Leadership, Delegating, Coaching, Discipline)

course# 03100206 (12 hours □ FM Credit)

This course is designed to meet the needs of the company officer, and to provide the participant with the basic skills and tools needed to perform effectively as a leader in the fire service environment. Leadership I addresses techniques and approaches to problem-solving, identifying and assessing the needs of the company officer's subordinates, running meetings effectively in the fire service environment and decision-making for the company officer.



SHAPING THE FUTURE

course# 03100160 (16 hours □ FM Credit)

This course is designed to cover the skills and techniques, mid-level managers will need to provide leadership and direction for their departments. This first module focuses on identifying opportunities and/or problems. Topics include environmental scanning, paradigm shifts and methods of reframing problems accurately. The second module deals with group problem-solving techniques. The third module explains the need to quantify, justify and communicate decisions so they will be implemented effectively. Managing change will be discussed in the final module. Topics include why people resist change, overcoming that resistance and monitoring and evaluating the change before, during and after its implementation.



STRATEGY AND TACTICS FOR COMPANY OPERATIONS

course# 03100162 (0 hours □ FM Credit)

This in-depth 2-day course examines fire and rescue practices dealing with confinement, extinguishment, water supply, salvage, and offensive and defensive firefighting operations. This course concludes with a major fire simulation activity. This course deals with operational issues related to buildings up to three stories in height. Various types of occupancies will be included within this framework; however, buildings taller than three stories will not be covered.

NOTE:

*Please Fill Out Both Sides
Of The Application,
Completely*



FEDERAL EMERGENCY MANAGEMENT AGENCY
GENERAL ADMISSIONS APPLICATION

See Reverse for
Privacy Act Statement

O.M.B. No. 3067-0024
Expires July 31, 2003

SECTION I - GENERAL INFORMATION

1. U.S. Citizen ☐ YES ☐ NO If No, Place of Birth:

2. NAME (Last, First, Middle Initial, Suffix)

3. SOCIAL SECURITY NO.

4. HOME ADDRESS (Street, avenue, road no./city or town/state and zip code)

5. WORK PHONE NO. ()

6. HOME PHONE NO. ()

7. FAX NO. ()

8. E-MAIL ADDRESS:

9a. ENTER COURSE CODE AND TITLE (If you wish to apply for more than one course, please attach a sheet of paper to this application)

9b. COURSE LOCATION

9c. DATES REQUESTED (Please give three choices)

NFA

04/04 06/03

N/A

N/A

10. COMPLETE THE ITEM BELOW REGARDING THE PRE-REQUISITES OF THE COURSE FOR WHICH YOU ARE APPLYING

INSTITUTION

DEGREE/CERTIFICATE

DATE EARNED

COURSE/FIELD OF STUDY

11. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL ASSISTANCE DURING YOUR ATTENDANCE AT NETC or MWEAC? ☐ NO ☐ YES (If yes, describe & indicate any special assistance required on a separate sheet)

SECTION II - EMPLOYMENT INFORMATION AND AUTHORIZATION

12a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED

12b. NFIRS #
(NFA STUDENTS ONLY)

13. CURRENT POSITION AND NUMBER OF YEARS IN POSITION

14. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION

14a. JURISDICTION

1. ☐ STATEWIDE

4. ☐ SPECIAL DISTRICT/TOWNSHIP

7. ☐ FOREIGN

14b. ORGANIZATION

1. ☐ ALL CAREER

15. CURRENT STATUS

1. ☐ PAID FULL TIME

2. ☐ COUNTY GOVERNMENT

5. ☐ FEDERAL/MILITARY

8. ☐ FEMA

2. ☐ ALL VOLUNTEER

2. ☐ PAID PART TIME

3. ☐ CITY/TOWN/VILLAGE

6. ☐ INDUSTRY/BUSINESS

9. ☐ NDER/IMA

3. ☐ COMBINATION

3. ☐ VOLUNTEER

4. ☐ DISASTER RESERVIST

16. Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Attach an organizational chart for the organization being represented, indicating your position. If you need more space, please attach a sheet to this application.

17. CHECK ONE BOX IN EACH COLUMN THAT BEST DESCRIBES YOUR PRESENT PRIMARY RESPONSIBILITY AND TYPE OF EXPERIENCE AS IT RELATES TO THE COURSE FOR WHICH YOU ARE APPLYING. ALSO ENTER THE NUMBER OF YEARS OF EXPERIENCE.

17a. PRIMARY RESPONSIBILITY

1. ☐ MANAGEMENT

2. ☐ TRAINING/EDUCATION

3. ☐ SCIENTIFIC/ENGINEERING

4. ☐ INVESTIGATION

5. ☐ FIRE PREVENTION

6. ☐ FIRE SUPPRESSION

7. ☐ PROGRAM/ACTIVITY

8. ☐ HEALTH

9. ☐ PUBLIC WORKS

10. ☐ DISASTER RESPONSE/RECOVERY

11. ☐ EMERGENCY MEDICAL SERVICES

12. ☐ HAZARD MITIGATION

13. ☐ EMERGENCY PREPAREDNESS

14. ☐ OTHER (Specify)

17b. TYPE OF EXPERIENCE

1. ☐ INCIDENT COMMAND

2. ☐ ADMINISTRATION/STAFF SUPPORT

3. ☐ SUPERVISION

4. ☐ BUDGET/PLANNING

5. ☐ PROGRAM DEVELOPMENT/DELIVERY

6. ☐ COORDINATION/LIAISON

7. ☐ PUBLIC EDUCATION

8. ☐ CODE DEVELOPMENT

9. ☐ CODE ENFORCEMENT/INSPECTION

10. ☐ SUPPORT SERVICES

11. ☐ RESEARCH AND DEVELOPMENT

12. ☐ ARSON

13. ☐ LAW ENFORCEMENT

14. ☐ DESIGN AND PLANNING

15. ☐ OTHER (Specify)

17c. NUMBER OF YEARS OF EXPERIENCE

18. DATE OF BIRTH (Mo. Day, Yr.)

19. SEX

☐ Male ☐ Female

20a. PLEASE CHECK THE RACE(S) WHICH BEST APPLIES TO YOU (Providing this information is voluntary)

1. ☐ AMERICAN INDIAN or ALASKAN NATIVE 2. ☐ ASIAN 3. ☐ BLACK or AFRICAN AMERICAN

4. ☐ WHITE 5. ☐ NATIVE HAWAIIAN or PACIFIC ISLANDER

20b. PLEASE CHECK THE ETHNICITY WHICH BEST APPLIES TO YOU (Providing this information is voluntary)

1. ☐ HISPANIC or LATINO

2. ☐ NOT HISPANIC or LATINO

SECTION III - ENDORSEMENT AND CERTIFICATION

21a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 U.S.C. 1001).

21b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief officer or designee.

21c. Further, I understand that NETC and MWEAC are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

21d. I agree to abide by the rules, policies, and regulations of NETC and MWEAC. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future NFA or EMI courses.

SIGNATURE OF APPLICANT

DATE

22. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION:

"By signing this application, I certify that my organization does not discriminate on the basis of age, sex, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees."

22a. SIGNATURE

22b. PRINTED NAME AND TITLE

23. Additional endorsements for application to the Emergency Management Institute:

23a. SIGNATURE AND DATE (State Office)

23b. SIGNATURE AND DATE (FEMA Regional Office)

24a. FOR NFA REGIONAL DELIVERY COURSES AND COURSES
DELIVERED AT EMMITSBURG, MD. SUBMIT APPLICATION TO:

NATIONAL EMERGENCY TRAINING CENTER
OFFICE OF ADMISSIONS, BLDG. 1-216
16825 SOUTH SETON AVENUE
EMMITSBURG, MD. 21727

24b. FOR EMI COURSES DELIVERED AT NETC OR MWEAC, SUBMIT
APPLICATION THROUGH THE APPROPRIATE STATE EMERGENCY
MANAGEMENT COORDINATOR OR FEMA REGION TO NETC.

24c. FOR FIELD PROGRAM COURSES, SUBMIT APPLICATION TO
APPROPRIATE SPONSOR.

25. DISPOSITION

☐ ACCEPTED

☐ REJECTED

SIGNATURE OF REVIEWER

DATE

EQUAL OPPORTUNITY STATEMENT

The National Fire Academy (NFA) and the Emergency Management Institute (EMI) are Equal Opportunity institutions. They do not discriminate on the basis of age, sex, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

PRIVACY ACT STATEMENT

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals applying for admission to NFA or EMI.

AUTHORITY - 5 U.S.C. 301; 15 U.S.C. 2206, 44 U.S.C. 3101; 50 U.S.C. App. 2253 and 2281; E.O. 12127, 12148 and 9397; Title VI of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

PURPOSES: To determine eligibility for participation in NFA and EMI courses. Information such as age, sex, and ancestral heritage are used for statistical purposes only.

USES: Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Boards of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring states, local officials, or state agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

EFFECTS OF NONDISCLOSURE - Personal information is provided on a volunteer basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

Information Regarding Disclosure of Your Social Security Number Under PL-579, Section 7(b) - E.O. 9397 authorizes the collection of the SSN. The SSN is necessary because of the large number of individuals who have identical names and birthdates and whose identities can only be distinguished by the SSN. The SSN is used for record-keeping purposes, i.e., to ensure that your academic record is maintained accurately. Disclosure of the SSN is voluntary. However, if you do not provide your SSN, another number will be substituted, which will delay processing of your application or course certificate.

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 9 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. NOTE: Do not send your completed form to this address. Please return it to the appropriate address shown in block 24.

ENTER COURSE NAME AND NUMBER DESIRED:

1st Choice: _____ Course #: _____ 2nd Choice: _____ Course #: _____

Please indicate a first and second choice bus stop, or if you will be providing your own transportation.

BUS STOP: 1st Choice _____ 2nd Choice _____ Own Transportation _____